

## Administrative Services

## Policy Transmittal

**Authorized by:** Clyde Saiki, Chief Administrative Officer  
*Signature*

**PT Number:** AS-PT-03-003

**Date:** 10/24/2003

**Topic:** Information Security

**Transmitting:**

☒ New Policy
 ☐ Policy Change
 ☐ Policy Clarification  
☐ Administrative Rule
 ☐ Manual Update
 ☐ Other \_\_\_\_\_

**Applies to:**

☒ All DHS employees
 ☐ County Mental Health Directors  
☐ Area Agencies on Aging
 ☐ Health Services  
☐ Children, Adults and Families
 ☐ Seniors and People with Disabilities  
☐ County DD Program Managers
 ☐ Other (please specify): \_\_\_\_\_

Policy Title:	Password and User ID Security		
Policy Number(s):	AS-090-002	Release No:	1.0
Effective Date:	10/02/2003	Expiration:	N/A
References:			
Web Address:	<a href="http://www.dhs.state.or.us/policy/admin/security/090_002.htm">http://www.dhs.state.or.us/policy/admin/security/090_002.htm</a>		

**Discussion/Interpretation:** This policy and associated procedures establish guidelines for creating strong passwords and protecting User ID's, an essential step to better protect the confidential and sensitive information managed by DHS regarding clients, employees and partners.

The policy covers topics such as applicability, User ID's, password construction, password disclosures, password control and policy compliance.

The policy and procedures also include links to helpful documents on the DHS Information Security Office web site such as "How to Change Your Password", "Creating Strong Passwords" and "Why a Stronger Password?". These documents will help all authorized users with access to the DHS network and information systems to better understand the need for strong passwords and protecting User ID's.

**Implementation/Transition Instructions:** A department-wide implementation will begin in early November. Phase 1 of the implementation will prompt users to change their Novell Network login passwords. Phase 2 of the implementation will prompt users to change RACF mainframe information systems passwords.

The implementation schedule is available on the DHS Information Security Office web site at: [http://www.dhs.state.or.us/admin/info\\_security/publications/pswd\\_sched\\_city.pdf](http://www.dhs.state.or.us/admin/info_security/publications/pswd_sched_city.pdf)

Please read [AS-090-002, Password and User Identification Security](#) policy and reference documents and follow the steps, as necessary, outlined in the associated procedures.

**Training/Communication Plan:** Managers were notified of the new policy and password requirements during the past month and were asked to change their passwords in advance of this policy transmittal. This will allow them to provide support and assistance to staff when they are prompted to change their passwords during the implementation. Local Area Experts, Local Tech Specialists, RACF Sub-Administrators and Business Integrity Experts have also been trained to provide assistance during the implementation.

**Local/Branch Action Required:** Implement policy requirements.

**Central Office Action Required:** Review and update policy and procedures as necessary and respond to questions and inquiries.

**Field/Stakeholder review:** ☒ Yes ☐ No

**If yes, reviewed by:** Administrative Services Policy Review Team, cluster representatives, cluster executive staff members, SPD and Field Program Managers and a variety of external groups.

**Filing Instructions:** None. DHS Administrative policies and procedures can be found on the DHS web site at: <http://www.dhs.state.or.us/policy/admin/index.htm>

*If you have any questions about this policy, contact:*

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